

5510.3J

COMPHIBGRUTHREEINST

N2

COMPHIBGRU THREE INSTRUCTION 5510.3J

Subj: EMERGENCY ACTION PLAN

Ref: (a) OPNAVINST 5510.1H
(b) CMS-1

1. Purpose. In accordance with references (a) and (b), the purpose of this plan is to advise all staff personnel of the procedures and actions to be followed in the event of an emergency. This plan applies when COMPHIBGRU THREE is located ashore in Buildings 116 and 75, Naval Station, San Diego, CA.

2. Cancellation. COMPHIBGRUTHREEINST 5510.3H.

3. Scope. This plan is designed to accommodate the following basic situations or types of emergencies: natural disasters, civil disturbances or enemy attacks.

4. Responsibility. The Chief of Staff (Security Manager), Assistant Security Manager, Security Officer, Staff Duty Officer, or senior officer present are responsible for execution of the emergency procedures outlined in this plan. All Staff Duty Officers will be knowledgeable of this plan in order to notify the Security Manager of foreseeable hazards requiring emergency action.

5. Instructions. The following instructions are promulgated and are to be used as a guide during an emergency. It must be remembered that classified material must first be protected, then removed, and only as a last resort destroyed.

a. Natural Disaster

(1) Flood/tidal wave. In the event this area should be threatened by flood or tidal wave, and if time permits, all classified material will be evacuated to a designated area for stowage and safekeeping. In the event that the area designated for stowage is off the confines of the Naval Station, an armed escort will be requested from NAVSTA Police. Though recommended, this escort is not a requirement and transportation of classified material will not be unduly delayed if such escort is not available. Priority of movement of classified material and procedures for evacuation are discussed in paragraph 5c below. Report situation and movement of classified material to SSO San Diego and SSO COMTHIRDFLT for SCI and COMNAVSURFPAC for Genser.

(2) Fire. Evacuate the building! When given the all clear sign, survey the damage to determine if evacuation of

classified material may be necessary, however, such evacuation will only be

COMPHIBGRUTHREEINST 5510.3J

attempted when it does not pose unnecessary danger to life and safety. Evacuation will be accomplished using the procedures outlined in paragraph 5c. If evacuation cannot be accomplished, a guard will be posted in the areas in which classified material is maintained and then only if there is no danger to life. Naval Station firefighters will be allowed in all areas to combat the fire. Report situation and movement of classified material to SSO San Diego and COMTHIRDFLT SSO for SCI and COMNAVSURFPAC for Genser.

(3) Hurricane/earthquake. In the event of a hurricane or earthquake and depending on the magnitude, evacuation of classified material to a designated area may be initiated. When initiated, the procedures outlined in paragraph 5c will be followed. If classified material is not evacuated, a guard will be posted in areas containing classified material, when such actions can be implemented without danger to life and safety. Report situation and movement of classified material to SSO San Diego and COMTHIRDFLT SSO for SCI and COMNAVSURFPAC for Genser.

b. Civil disturbance or enemy attack

(1) Safeguarding. In the event of a riot, uprising or enemy attack, all classified material not needed in the accomplishment of assigned operational missions will be secured in security containers. The station commander will be contacted to arrange for security assistance by station police and Naval Criminal Investigative Service (NCIS) personnel.

(2) Evacuation. In the event that a decision is made to evacuate classified material because of natural disaster, civil disturbance or enemy attack, the procedures outlined in paragraph 5c will be followed.

c. Evacuation of classified material. If it is determined that evacuation of classified material is required to ensure appropriate protection, the following measures will be taken:

(1) In the event of extreme emergency, or when there is insufficient time for N2 personnel to be called in, the combination to the Sensitive Compartment Information Facility (SCIF), adjacent to N2 spaces, can be passed over the telephone. Following this emergency situation, this combination should be changed as soon as feasible by cognizant N2 personnel. If N2 personnel cannot be located, the combinations for these spaces can be obtained from SSO San Diego at 524-6810/11/12.

(2) Retrieve the emergency action binder and combination

change envelope for safe 61 from the duty Radioman in N6.
Specific instructions for the evacuation of classified material
from

COMPHIBGRUTHREEINST 5510.3J

COMPHIBGRU THREE spaces will be found in this binder. The combination change envelope binder is located in N2 spaces (safe 61 5th drawer) and will provide access to all security containers within COMPHIBGRU THREE with the exception of those located within the SCIF.

6. Action

a. Department heads. Ensure the following is accomplished within their departments:

(1) A complete and current inventory of all Secret material is maintained by that department in a designated area.

(2) Combinations and keys to security containers are turned in to the Assistant Security Manager (N2).

(3) A copy of this plan is posted in each area where classified material is maintained.

b. Senior Watch Officer. Ensure that Staff Duty Officers are knowledgeable of the contents of this plan.

c. Staff Duty Officers. Recall the Assistant Chief of Staff for Intelligence (N2), the Assistant Intelligence Officer (N2A), the Communications Officer (N6), and other assistants as required during any situation which may require implementation of the emergency action plan.

T. P. LABRECQUE
Chief of Staff

Distribution:
COMPHIBGRUTHREEINST 5216.1V
List 6